



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 21, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 22, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, August 4, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Roadside Management Specialist
Region 5/District 9/Operations
Office of Highways Project Implementation
Carbondale

Attachments
40891

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, August 4, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Roadside Management Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-59-507-00-01

IPR#: 40891

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 5/District 9/Bureau of Operations, 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is responsible for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation and aesthetics within the highway system; oversight of rest areas in District 9; and for serves as the district Erosion Control Coordinator.

Special Qualifications:

The following criteria are required:

- Valid driver's license
- Extensive districtwide travel with occasional statewide; limited overtime

The following criteria are desired:

- An associate degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Knowledge of erosion control, environmental regulations, landscape materials and vegetation control
- Training in design, construction and maintenance of roadway vegetation
- Strong organizational and interpersonal relations skills
- Strong oral and written communication skills
- Pesticide license from Illinois Department of Agriculture

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

****This position requires some lifting; the ability to climb steep terrain, wade in water and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.****

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 19, 2016	POSITION:	Roadside Management Specialist
APPROVED BY:	<u>Jeffrey L Keirn</u>	OFFICE/DIVISION:	OHPI/District 9/Bureau of Operations
CODE:	PW014-23-59-507-00-01	REPORTS TO:	Design & Planning Engineer

Position Purpose

This position is accountable for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation and aesthetics within the highway system, for oversight of all rest areas in District 9 and for serving as the District Erosion Control Coordinator.

Dimensions

Geographic Area Served:	16 Counties
Rest Areas:	8 Facilities
Annual Program Spray Contract:	\$50,000 - \$100,000
Annual Herbicide Budget:	\$20,000 - \$40,000

Nature and Scope

This position reports to the Design and Planning Engineer as does the Design, Planning & Permits Technician. This position may serve as a lead worker to staff on a project basis.

This position is responsible for roadway landscape planning/implementation, rest area operations, furnishing detailed information on erosion control to other district groups, serving as District Erosion Control Coordinator, overseeing the district tree management and historical marker programs, developing and implementing a maintenance vegetation control program, coordinating herbicide operator/applicator training and testing, management of herbicide inventory and control, responding to complaints and inquiries, and right-of-way restoration activities in District 9.

Typical problems facing the incumbent are the preparation of landscape plans and specifications; management of roadside vegetation; oversight of rest area operations and repairs; ensuring proper erosion control procedures are followed; resolving contract disputes regarding erosion features and landscaping materials; training and supervising staff; and following proper procurement guidelines. The major challenge facing the incumbent is developing landscape plans and procedures that improve aesthetics and the environment of the highway, yet do not affect the safe operation of vehicles nor conflict with the contiguous land use or development.

Functions personally performed by the incumbent include maintaining contact with Program Development and Project Implementation regarding erosion control procedures and plant specification/material inspection issues; supervising all rest area functions which includes development and administration of sheltered work shop and service contracts, coordinating water and sanitation treatment processes with Illinois Environmental Protection Agency and local health departments; serving as District Erosion Control Coordinator, and oversight of annual Department of Agriculture applicator/operator license training and testing. On occasion the incumbent serves as lead worker for staff and may participate in the duties performed by staff.

This position accomplishes its accountabilities through the following staff assigned on a project basis:

- Operations Field Maintenance staff who coordinate repairs and maintenance of rest areas and roadside management.
- Workshop personnel who perform daily maintenance of rest areas.

The incumbent performs duties within the constraints imposed by budgetary and manpower limitations, departmental policies, and environmental protection guidelines. This position requires a valid driver's license; extensive travel within the District and some outside the District; limited overnight travel outside the District; limited overtime; some lifting may be required; the ability to climb steep terrain, wade in water and perform tasks in a variety of environmental and weather extremes (hot, cold, wet, windy, muddy), including, but not limited to, active construction sites, roadways open to traffic, and/or off-road areas inhabited by insects, snakes, poisonous plants, etc.

Internal contacts include personnel from the district Bureaus of Operations, Program Development and Project Implementation as well as the Central Bureau of Operations for the procurement of funding for the repair and maintenance of rest areas. External contacts include the Environmental Protection Agency, Department of Agriculture, the FHWA, vendors, and the general public.

The effectiveness of this position can be measured on the basis of plans approved by FHWA and the Central Office, the overall appearance and aesthetics of our roadways and vegetation, timeliness of solving rest area maintenance and repair problems, and adherence to environmental protection guidelines.

Principal Accountabilities

1. Responsible for the efficient maintenance and operation of rest areas. Serves as lead worker to borrowed staff involved in the repair and maintenance of rest areas.
2. Prepares landscape plans, specifications and contracts.
3. Ensures the effectiveness of the district erosion control process.
4. Retains and improves highway aesthetics/environment through effective roadside manage practices.
5. Administers rest area sheltered work shop and service contracts.
6. Maintains EPA NPDES permits for sanitary discharge of the rest areas; district herbicide management, etc.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.